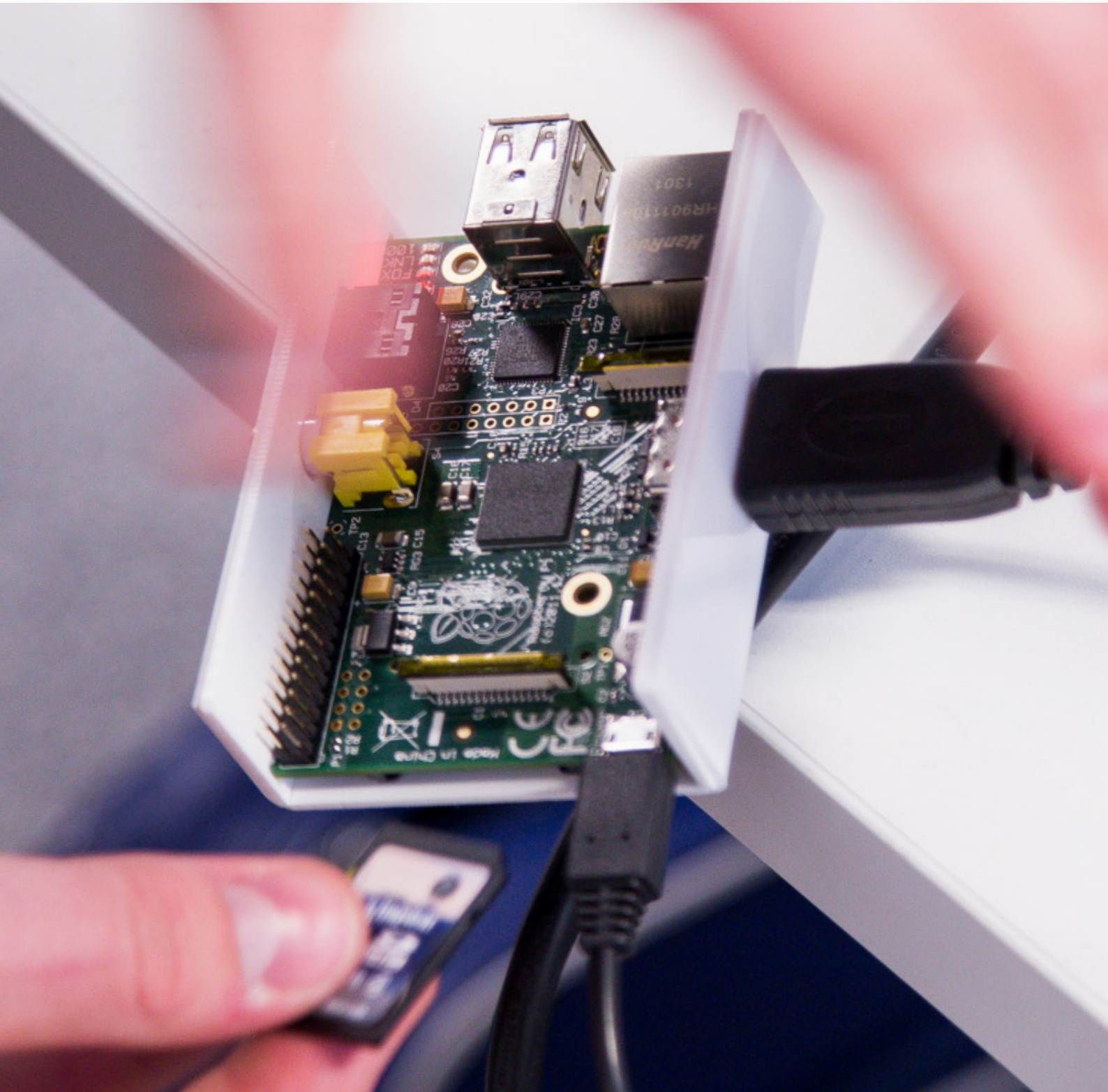St Wilfrid's
Church of England Academy

DOMINE DIRIGE NOS

Learning Area Coordinator - IT/Computing and Business Studies

A recruitment and retention allowance will be available for a suitably experienced candidate.

CANDIDATE INFORMATION

Dear Applicant,

I am delighted you have expressed an interest in working at St Wilfrid's Church of England Academy. This pack is intended to give you information about the role and the Academy's values and ethos. I am aware there is a plethora of information which you will undoubtedly use when considering if this is the right move for you. However, I would encourage you to visit the Academy if at all possible.

We are seeking to appoint an outstanding practitioner to lead our successful, hardworking IT/Business team. You will be a specialist IT teacher of IT and/or Computing, be highly motivated and have a proven track record in securing excellent outcomes for learners. A desire to lead from the front and by example will be important for success in this role. You will have a key responsibility in driving up the standards of attainment, coordinating the work of colleagues and monitoring the progress of students. As a leader, you will inspire your team so that collectively you instil a passion for the subject through high quality learning and teaching.

St Wilfrid's is a popular and over-subscribed 11-18 Church of England Mark 2 Academy, committed to providing an excellent education, both academic and social, within a Christian context. This is an exciting time to join Saint Wilfrid's. As an Academy we are forward thinking, yet hold tight to firm educational values, which brings about examination success.

All students at KS3 and KS4 have a 1:1 mobile device; this is an example of our commitment to use modern technology to maximise learning. Recent development of the site has enhanced the resources available to staff and students, which includes an immersive classroom space and an iMac suite.

We are looking for a high calibre, enthusiastic and outstanding leader who wishes to be part of the success story of St Wilfrid's. You would be joining a forward thinking Academy with an excellent experienced team of staff, who along with fantastic students, inspire each other and all visitors to the Academy. We aim to raise aspirations, realise potential and further the culture of developing successful teachers and well-rounded young people. A recruitment and retention allowance will be available for a suitably experienced candidate.

If you have the knowledge and leadership skills to lead, manage and support others, I welcome your application. Please submit the Teaching Staff application form, which can be downloaded from the Academy website, along with a letter of application of not more than two A4 sides, detailing how your experiences to date qualify you for the post and how you see the role developing. The closing date for the receipt of applications is 9.00am on Wednesday the 22nd May.

I look forward to receiving your application.

Yours faithfully,

Miss C Huddleston
Principal

> **"** The Christian ethos at the Academy helps give us a sense of security and moral guidance that we can carry through for the rest of our life.
>
> *Olivia - Year 13*

Key facts and statistics

Type of school	Mark 2 Academy Converter
Age range	11-18
Location	Blackburn, Lancashire
Denomination	Church of England Diocese of Blackburn
Co-education or single sex	Mixed
Number of students	1432
Attendance (2017/18)	95.24%
Number of staff	103 Teaching 44 Support
% of PP students	24.4%
% of students with Statement of education, health and care (EHC) plan	2%
% of students with EAL	13.4%
GCSE Results 2018 English % 4 - 9 Maths % 4 - 9 English and Maths % 4 - 9 Progress 8 Score Attainment 8 Score	89% 73.62% 71% +0.30 51.2

Learning Area: ICT

The IT/ Business team are forward thinking and dynamic. All members of the of the Learning Area are dedicated to producing lessons of the highest standard and work collaboratively to ensure that students are able to experience a high quality curriculum. Computer Science and Business are popular options at GCSE, alongside Creative iMedia. There is a thriving KS5 uptake and a significant proportion of our A2 students go on to study Computing or Business studies at Post-18.

The area is well equipped. There are 10 Raspberry Pi's, 4 class sets of Micro Bits, and a class set of Makey Makey boards. We also have our very own robot called 'Nao' who is a valued member of the team! The teaching staff are highly skilled. Recently, IT staff have received training on A-Level Computer Science and Python Programming. We have also established strong links with staff from local schools who meet regularly to share resources and teaching strategies that are specifically linked to IT and Business. On a weekly basis, staff in the Learning Area meet to improve subject content pedagogy.

Staff	6 specialist teachers - 3 IT/Computing and 2 Business Studies.
Structure	Learning Area Co-ordinator is supported by 2 postholders: the leader of Business Studies and the second in department (IT).
Examination courses for KS4	**Year 9** OCR Computer Science (1 class 26 students) Edexcel Business (2 classes, 45 students) Cambridge National in Creative iMedia (1 class, 25 students) **Year 10** OCR Computer Science (1 class, 18 students) Cambridge National in Creative iMedia (1 class, 10 students) Edexcel Business***** (2 classes, 45 students) **Year 11** OCR Computer Science (2 classes, 30 students) Cambridge National in Creative iMedia (2 classes, 25 students) Edexcel Business***** (2 classes, 35 students) ***changing to the Cambridge National in Business and Enterprise**
Examination courses for KS5	Cambridge Technical IT (**Year 12** - 7 students, **Year 13** - 3 students) OCR Computer Science (**Year 12** - 6 students, **Year 13** - 5 students) AQA Business (**Year 12** - 14 students, **Year 13** - 15 students) Cambridge Technical Business (**Year 12** - 10 students, **Year 13** - 6 students)

GCSE examination results	IT	A*-G	7+	5+	4+	COMPUTING	A*-G	7+	5+	4+
	2018	100%	8%	42%	77%	**2018**	100%	25%	55%	85%
	2017	100%	26%	61%	84%	**2017**	100%	23%	47%	67%
	2016	100%	39%	65%	91%	**2016**	100%	8%	44%	88%

A-Level examination results	IT	A*-B	A*-E
	2018	20%	100%
	2017	50%	100%
	2016	29%	100%

Accommodation	All lessons at KS3 and 4 are taught in specialist rooms (5 in total). KS5 lessons are sometimes delivered in smaller sixth form classrooms. All rooms have full connectivity to facilitate the use of 1:1 devices and Apple TV.

Timetable structure	**Lessons are taught on a weekly timetable and are 1 hour long** (except Tuesdays 50-55 minutes)
	   KS3 One periods
	   KS4 Three periods
	   KS5 Five periods

Enrichment	- We currently run an IT club focusing on coding and the 'iDEA Award'. - Sixth Form Mentor Programme - Years 12 and 13 mentor Year 9 students to help them with their coding skills. - Coding Club - Revision clinics for KS4 and KS5

Main Purpose:
To lead the IT/Computing and Business Studies Learning Area and ensure the best possible outcomes for all students within the Academy.

1 Leading the Team

1.1 Establish the aims and objectives for the Learning Area in line with the Academy's mission statement, its aims and objectives

1.2 Motivate and work with others to foster and promote the distinct Christian ethos of the Academy

2 Leading, Learning and Teaching

2.1 Be a passionate role model for outstanding teaching and learning within IT/Computing and Business Studies at all Key Stages

2.2 Monitor, evaluate and review classroom practice across the Learning Area and promote improvement strategies which will inspire an enthusiasm for the discrete subjects

2.3 Take a strategic role in the development of pedagogy within the Learning Area

2.4 Establish creative, responsive and effective approaches to learning and teaching through the use of technology

2.5 Ensure a culture and ethos of challenge and differentiated support, where all students achieve success and become engaged in their own learning

2.6 Use assessment information to inform planning and maximise progress. Actively monitor and follow up student progress ensuring timely intervention is effective

2.7 Monitor marking across the Learning Area, ensuring students are provided with constructive feedback and are set appropriate targets to maximise progress and act on these

2.8 Develop and evaluate (along with appropriate colleagues), syllabuses and programmes of work, designed to meet the needs of all students, with particular reference to Curriculum Specification, National Guidance and the development of the whole child

3 Developing Oneself and Working with Others

3.1 Evaluate one's own teaching critically and use this to improve effectiveness

3.2 Treat people fairly, equitably, with dignity and respect, to create and maintain a positive culture within the Academy

3.3 Develop and maintain a culture of high expectations for oneself and for others and take appropriate action when performance is unsatisfactory

3.4 Review one's own practice, set personal targets and take responsibility for one's own personal development

3.5 Manage one's own workload and that of others to allow an appropriate work/life balance

4 | Managing the Learning Area

4.1 Produce and implement clear, evidence-based improvement plans and policies

4.2 Strategically lead regular Learning Area meetings and CPD to ensure effective consultation, sharing of good practice and training exists

4.3 Assist with the monitoring and evaluation of the range, quality and use of resources within the Learning Area to improve the education for all students

5 | Securing Accountability

5.1 Fully participate in the Academy's Appraisal programme

5.2 Be aware of, and adhere to, policies and procedures relating to Safeguarding, Child Protection, Health and Safety, Confidentiality and Data Protection, reporting all concerns to the appropriate persons

5.3 Fulfil commitments arising from contractual accountability to the governing body

5.4 Undertake any other duties and responsibilities as required that are covered by the general scope of the post

5.5 Undertake any other reasonable duties at the request of the Principal

6 | Wider Responsibilities

6.1 Support the Academy House System

6.2 Provide pastoral support for students to the best standard possible

6.3 Contribute to Academy events and extra-curricular activities

6.4 Actively support and promote the Christian ethos of the Academy

6.5 Actively promote the Academy within the community

6.6 Be aware of and adhere to policies and procedures relating to Safeguarding, Child Protection, Health and Safety, Confidentiality and Data Protection, reporting all concerns to the appropriate persons

6.7 Fully participate in the Academy's Appraisal programme

6.8 Undertake any other duties and responsibilities as required that are covered by the general scope of the post

6.9 Undertake any other reasonable duties at the request of the Principal

7 | Strengthening Community

7.1 Contribute to the wider life of the Academy and uphold the mission statement of the Academy

7.2 Support the Academy House System

7.3 Provide pastoral support for students to the best standard possible

7.4 Carry out the roles and responsibilities of a form tutor

7.5 Contribute where possible to Academy events and extra-curricular activities

7.6 Actively promote the Academy within the community

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This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future. The appointment is subject to the current conditions of employment in the current School Teacher's Pay and Conditions.

Person Specification

This person specification lists the requirements that are necessary to do this job and how these will be assessed (Application - A, Interview - I and References - R).

In the application and supporting statement, the applicant should state clearly how they meet the requirements being assessed by APPLICATION. The panel will reach a decision on whether or not to short-list the applicant based on the information that is provided in BOTH the form and the statement.

CRITERIA	ESSENTIAL / DESIRABLE	A / I / R
QUALIFICATIONS AND TRAINING		
5 good GCSEs (or equivalent) including English and Mathematics	E	A
A-Levels or equivalent	E	A
Degree or equivalent relevant to the teaching of IT	E	A
QTS Status	E	A
An ability to pass a DBS check (non-negotiable)	E	A
Further qualifications demonstrating leadership development, such as NCSL-accredited courses	D	A
EXPERIENCE		
Be an excellent teacher	E	A / I / R
Have experience of leading strategic initiatives with impact	E	A / I / R
Have experience of observing, reporting and evaluating effective teaching practice and moving colleagues forward regardless of their position or career stage	E	A / I / R
Have experience of building and sustaining effective relationships with colleagues	E	A / I / R
Have experience of teaching IT/Computing across at least 2 Key Stages	E	A / I / R
Have knowledge of and commitment to the implementation of the safeguarding agenda	E	A / I / R
Have experience of teaching A-Level IT/Computing with successful outcomes	D	A / I / R
SKILLS AND ATTRIBUTES		
Demonstrate a clear understanding of the principles and practice of effective teaching specifically relating to IT/Computing	E	A / I / R
Use data effectively to make timely interventions that have a long-term impact	E	A / I / R
Have the ability to hold honest, supportive and challenging conversations	E	A / I / R
Have knowledge and experience of recent relevant pedagogical developments	E	A / I / R
Have an excellent understanding of appropriate assessment processes	E	A / I / R
Have an understanding of National Policy and curriculum change with specific reference to IT/Computing	E	A / I / R
Have an ability to motivate young people	E	A / I / R
Have excellent interpersonal and communication skills	E	A / I / R
Have demonstrably high professional standards	E	A / I / R
Work collaboratively with colleagues within the IT/Computing and Business Studies Learning Area to ensure all students within the Academy receive outstanding teaching	E	A / I / R
Have a willingness to contribute and lead the CPD of colleagues	E	A / I / R

Have an understanding of data such as RAISE or L3VA and the ability to analyse this	D	A / I / R
Have the ability to research innovative practice	D	A / I / R
Have knowledge about national developments in education	D	A / I / R
PERSONAL QUALITIES		
Be a team player used to working collaboratively	E	A / I / R
Have high expectations	E	A / I / R
Be able to actively support and promote the Christian ethos of the Academy	E	A / I / R
Have a willingness to make a commitment to support the success of colleagues	E	A / I / R
Be a resilient and reflective individual	E	A / I / R
Be willing to undergo training as necessary	E	A / I / R
Possess a good sense of humour	E	A / I / R
Be able to lead by example and demonstrate professional values, securing the ethos of the Academy	E	A / I / R

Prepared on: 16/05/2019   **By:** CH/KC/XCH